**June 14th, 2011**

**Meeting with Amrita and Anna Reale**

In attendance: Meet, Miriam, Anna, DoHee, Sara, Kyla, Farheen, Matt

*1) MBiotech affiliation fees*

-automatically affiliated, as well as MMI, MMPA, DIFFA, and Masters of Communication

-up to GSU to make decision to transfer funds to UTMAGS, it’s NOT an SGS issue

-we need to go to GSU and ask them to transfer $

-we need list of UTM affiliates (they will send it to us in September or October, when they receive it from SGS) to estimate how many we have

-around $3500.00 from GSU (DoHee estimates from last year)

-we should double check if the amount we get matches the # of students and $ per student

*2) Grad lounge space*

-too small for the events we have

-any other current space that we can renovate for UTMAGS or grad student lounge??

-need to go to **Stepanka** and let her know; takes ~a year, to get a proposal drawn up

\*\*We need to create a proposal for why we need the space, what we’d use it for, # of people accommodated for, frequency of events and why we need a larger social space\*\*

-Amrita and Anna Reale can facilitate a meeting that can be bumped up quickly

 🡪They can help us get easier access for spaces to hold our events

 🡪Come up with draft of needs and frequency of usage of the larger space

-Renovations to Grad lounge?

 🡪Prior renovation was completed three years ago

 🡪Seems like it’s too often to be renovated again

 🡪Need to let people know of the leak and other problems; these are maintenance issues, not renovation issues

 🡪We can lay down rules (policies and guidelines) about usage of the lounge, including a deposit, etc.; they are cool with us doing this for the future

 🡪**Past codes will be deactivated, new codes will be reassigned for the upcoming year**

 🡪Weekly check on the status of the room and the last code used; we can keep on top of things more easily this way

 🡪Give UTMAGS authority over using the space?

*3) BBQ*

-planned for orientation in the Fall

-evening preferred to prevent undergrad sneaking in

-Brief speakers, including Graduate professional skills

-Gifts/Draws (we chip in for the draws, and Amrita chip in for the draws)

 🡪2 x $250.00 Best Buy cards, 10 x $25.00 Starbucks cards

 🡪They pay for half; we pick them up, the office will reimburse us

 🡪Reallocate funds from the BBQ prizes to the Logo prize??

-2nd week of September

-Poll on website what food people prefer? Let them know ASAP (need 6-8 week notice)

-Blind Duck or Faculty Club?

-The office will send out invitations once we let them know about food and venue